

Run Reports In isolved



These steps will walk through how to find, run and view reports

1 Click "Reports"

The screenshot shows the 'Client Summary' page for 'isolved University'. The left sidebar contains a navigation menu with 'Reports' highlighted in an orange circle. The main content area displays client information and various service categories.

Client Summary | Client Total Active EEs: 31 (As of last payroll process) | isolved University

FEIN: [blurred]
Address: [blurred]

Contacts			
Name	Phone	Email	Types
[blurred]	[blurred]	[blurred]	[blurred]

Processing Information

[blurred]

Affiliate

-

Account Representatives	
Account Rep Type	Name
Implementation Expert	Elizabeth Morton
Benefits Specialist	Suzi Walters
Project Manager	Elizabeth Morton
Sales Solutions Contact	Duncan Brookover
Payroll Processor	Elizabeth Morton

Other Services	
Name	Name
1099 Electronic Filing	Full Service Package
1099 Print/ESS Display	HRIS Package
Adaptive	isolved Attendance
Base Payroll Package	isolved Offboarding
Base Reports - Conv Runs	isolved Onboarding
Conversion Tax Filing	isolved Time
Delivery	isolved University
Direct Debit Billing	Labor Allocation Summ Rpt
Employee Direct Deposit	New Hire Comb. - GA
Employee Navigator	New Hire Filing
ESS Pay Detail with Stub	

Reports	
Report Name	View
[blurred]	[blurred]

isolved © 2026 | Default

2 Click "My Reports"

The screenshot shows the 'isolved' Client Summary page. The left-hand navigation menu is visible, with 'My Reports' highlighted and circled in orange. The main content area displays 'Client Summary' for 'Client Total Active EE's: 31 (As of last payroll process)'. Below this, there are sections for 'Account Representatives' and 'Other Services'.

Account Representatives	Account Rep Type	Name
	Implementation Expert	Elizabeth Morton
	Benefits Specialist	Suzi Walters
	Project Manager	Elizabeth Morton
	Sales Solutions Contact	Duncan Brookover
	Payroll Processor	Elizabeth Morton

Other Services	Name	Name	Name
	1099 Electronic Filing	Full Service Package	Notif
	1099 Print/ESS Display	HRIS Package	Payr
	Adaptive	isolved Attendance	Pre-l
	Base Payroll Package	isolved Offboarding	Self
	Base Reports - Conv Runs	isolved Onboarding	Start
	Conversion Tax Filing	isolved Time	T&A
	Delivery	isolved University	Thre
	Direct Debit Billing	Labor Allocation Summ Rpt	W2 f
	Employee Direct Deposit	New Hire Comb. - GA	W2 f
	Employee Navigator	New Hire Filing	Year
	ESS Pay Detail with Stub		

3 Click "Current Labor Allocation Detail"

The screenshot shows the 'isolved' My Reports page. The 'My Reports' section is active, displaying a list of reports. 'Current Labor Allocation Detail' is circled in orange. The right-hand side of the page shows a 'Generate Report' button and a 'Go To My Reports Queue' button. Below this, there is a message about report generation and a section for 'Absence Export' and 'Filtering' options.

Generate Report **Go To My Reports Queue**

Once your report request has been submitted you can do any of the following: Run another report, go to My Reports Queue to retrieve reports, or exit this screen to perform other tasks. The report will be available in My Reports Queue for 72 hours.

Absence Export
Standard Report [TM] - This Date Range report displays employee absence details, with approval and comments. Format Excel.

Filtering
From Date:
To Date:
Legal Company:
Pay Groups:
Employee:

Options
Format:

Output Name	Report Type
CT Retirement Savings - In Work Census	As Of Date
CT Retirement Savings - Ongoing Census FTP	By Payroll Run
Current Labor Allocation Detail	By Payroll Run
Current Labor Allocation Detail (Allocation Rules)	By Payroll Run
Current Labor Allocation Summary	By Payroll Run
Current Labor Allocation Summary(Allocation Rules)	By Payroll Run
Custom Hours Detail Export	Date Range
Custom Labor Allocation Detail	By Payroll Run
Custom Labor Allocation Summary	By Payroll Run
Deduction Export	Date Range
Deduction List	As Of Date
Deduction Register	By Payroll Run
Deduction Register By Code	By Payroll Run
Deduction Register Detail	Date Range
Deduction Register Summary	Date Range
Default Labor Rate Export	As Of Date
Deferred Comp Highly Paid Individuals	As Of Date
Delivery Page	By Payroll Run
Dependent Age Out Report	By Payroll Run

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Choose the options on the right side to filter or sort this report.

Then click "Generate Report"

Each report may have different filter options and there are often different versions of the same reports.

My Reports

Report Category: All

Search: [] Filter

Output Name	Report Type
CT Retirement Savings - Initial Census	As Of Date
CT Retirement Savings - Ongoing Census FTP	By Payroll Run
Current Labor Allocation Detail	By Payroll Run
Current Labor Allocation Detail (Allocation Rules)	By Payroll Run
Current Labor Allocation Summary	By Payroll Run
Current Labor Allocation Summary(Allocation Rules)	By Payroll Run
Custom Hours Detail Export	Date Range
Custom Labor Allocation Detail	By Payroll Run
Custom Labor Allocation Summary	By Payroll Run
Deduction Export	Date Range
Deduction List	As Of Date
Deduction Register	By Payroll Run
Deduction Register By Code	By Payroll Run
Deduction Register Detail	Date Range
Deduction Register Summary	Date Range
Default Labor Rate Export	As Of Date
Deferred Comp Highly Paid Individuals	As Of Date
Delivery Page	By Payroll Run
Dependent Age Out Report	By Payroll Run

Filtering

Company: []

Pay Group: Semi-Monthly

Payroll: Regular Payroll - Pay Date: 4/30/2026 (Run #24)

Sorting

Sort Field 1: []

Sort Field 2: []

Sort Field 3: []

Scheduled Sort: Location Code

Options

Add Report to Archive

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Click "Go To My Reports Queue"

My Reports

Report Category: All

Search: [] Filter

Output Name	Report Type
CT Retirement Savings - Initial Census	As Of Date
CT Retirement Savings - Ongoing Census FTP	By Payroll Run
Current Labor Allocation Detail	By Payroll Run
Current Labor Allocation Detail (Allocation Rules)	By Payroll Run
Current Labor Allocation Summary	By Payroll Run
Current Labor Allocation Summary(Allocation Rules)	By Payroll Run
Custom Hours Detail Export	Date Range
Custom Labor Allocation Detail	By Payroll Run
Custom Labor Allocation Summary	By Payroll Run
Deduction Export	Date Range
Deduction List	As Of Date
Deduction Register	By Payroll Run
Deduction Register By Code	By Payroll Run
Deduction Register Detail	Date Range
Deduction Register Summary	Date Range
Default Labor Rate Export	As Of Date
Deferred Comp Highly Paid Individuals	As Of Date
Delivery Page	By Payroll Run
Dependent Age Out Report	By Payroll Run

Filtering

Company: []

Pay Group: Semi-Monthly

Payroll: Regular Payroll - Pay Date: 4/30/2026 (Run #24)

Sorting

Sort Field 1: National Code

Sort Field 2: []

Sort Field 3: []

Scheduled Sort: Location Code

Options

Add Report to Archive

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Click "Refresh" until you see **View Report** on the far right for this report. This may take a minute depending on the size of the report.

isolved Delivered by thread

Your report request has been submitted.

Client Search

My Reports Queue

Client ID	Report Name	Status	Report Requested	Generate Begin	Generate End	Purge Date	View Report
3836	Current Labor Allocation Detail	IN-PROCESS	4/29/2026 09:46:43 AM	4/29/2026 09:46:43 AM			
3836	Current Labor Allocation Detail	GENERATED	4/29/2026 09:46:36 AM	4/29/2026 09:46:37 AM	4/29/2026 09:46:42 AM	5/2/2026 09:46:42 AM	View Report
3836	Current Labor Allocation Detail	GENERATED	4/29/2026 09:46:19 AM	4/29/2026 09:46:19 AM	4/29/2026 09:46:24 AM	5/2/2026 09:46:24 AM	View Report
3836	Current Labor Allocation Detail	GENERATED	4/29/2026 09:46:13 AM	4/29/2026 09:46:13 AM	4/29/2026 09:46:20 AM	5/2/2026 09:46:20 AM	View Report
3836	Current Labor Allocation Detail	GENERATED	4/29/2026 09:40:22 AM	4/29/2026 09:40:23 AM	4/29/2026 09:40:28 AM	5/2/2026 09:40:28 AM	View Report
3836	Current Labor Allocation Detail	GENERATED	4/29/2026 09:40:17 AM	4/29/2026 09:40:18 AM	4/29/2026 09:40:24 AM	5/2/2026 09:40:24 AM	View Report

Delete Refresh

Report Parameters

Report Name: Current Labor Allocation Detail
Report Type: Payroll Report
Company: [Redacted]
Pay Group: Semi-Monthly Salary
Payroll: Regular Payroll - Pay Date: 4/30/2026 (Run #25)
Add To Archive: False
Sort Field 1:: National Code

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Click "View Report" and you'll see the report
Depending on the Report type, it will download or open right away

isolved Delivered by thread

Client Search

My Reports Queue

Client ID	Report Name	Status	Report Requested	Generate Begin	Generate End	Purge Date	View Report
3836	Current Labor Allocation Detail	GENERATED	4/29/2026 09:46:43 AM	4/29/2026 09:46:43 AM	4/29/2026 09:46:48 AM	5/2/2026 09:46:48 AM	View Report
3836	Current Labor Allocation Detail	GENERATED	4/29/2026 09:46:36 AM	4/29/2026 09:46:37 AM	4/29/2026 09:46:42 AM	5/2/2026 09:46:42 AM	View Report
3836	Current Labor Allocation Detail	GENERATED	4/29/2026 09:46:19 AM	4/29/2026 09:46:19 AM	4/29/2026 09:46:24 AM	5/2/2026 09:46:24 AM	View Report
3836	Current Labor Allocation Detail	GENERATED	4/29/2026 09:46:13 AM	4/29/2026 09:46:13 AM	4/29/2026 09:46:20 AM	5/2/2026 09:46:20 AM	View Report
3836	Current Labor Allocation Detail	GENERATED	4/29/2026 09:40:22 AM	4/29/2026 09:40:23 AM	4/29/2026 09:40:28 AM	5/2/2026 09:40:28 AM	View Report
3836	Current Labor Allocation Detail	GENERATED	4/29/2026 09:40:17 AM	4/29/2026 09:40:18 AM	4/29/2026 09:40:24 AM	5/2/2026 09:40:24 AM	View Report

Delete Refresh

Report Parameters

Report Name: Current Labor Allocation Detail
Report Type: Payroll Report
Company: [Redacted]
Pay Group: Semi-Monthly Salary
Payroll: Regular Payroll - Pay Date: 4/30/2026 (Run #25)
Add To Archive: False
Sort Field 1:: National Code